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GLOUCESTER CITY COUNCIL

9 Dale Avenue, Gloucester, MA 01930
Office (978) 281-9720 Fax (978) 282-3051

CITY COUNCIL STANDING COMMITTEE

Budget & Finance Committee

Thursday, February 3, 2011 – 6:00 p.m.
1st Fl. Council Conference Rm. – City Hall

AGENDA

(Items May Be Taken Out of Order)

1. Continued Business

- A) Grant Application Process (Cont'd from 01/20/11)
- B) Application #5: City Hall Restoration Committee – City Hall Restoration – Completion of the Exterior Restoration – Historic Preservation - \$185,000 (\$2.6 million) (Continued from City Council Meeting of 1/25/11)
- 2. *Memo, Grant Application and Checklist from Fire Chief re: Assistance to Firefighters grant award from FEMA and U.S. Department of Homeland Security*
- 3. *Memo from Director of Information Services re: permission to pay invoices incurred in FY2010 with FY2011 funds*
- 4. *Special budgetary Transfer Request (#2011-SBT-11) from School Department*
- 5. *Special budgetary Transfer Request (#2011-SBT-12) from School Department*
- 6. *Special budgetary Transfer Request (#2011-SBT-13) from School Department*
- 7. *Memo from Police Chief and Fire Chief re: adoption of MGL Chap. 31 §58A pertaining to hiring full-time Police and Firefighter positions*
- 8. *Giusti & Hingston & Co. discussion re: The 11 findings from the City's Agreed Upon Procedures Report on the End of Year Financial Report as of June 30, 2009*
- 9. *Food Service Deficit Discussion*
- 10. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization*

COMMITTEE

Councilor Steven Curcuro, Chair
Councilor Paul McGeary, Vice Chair
Councilor Jacqueline Hardy

Committee members – Please bring relevant documentation

Back-up and Supporting Documentation all on file at the City Clerk's Office, City Hall

CC: Mayor Carolyn Kirk
Jim Duggan
Kenny Costa
Jeffrey Towne
Fire Chief Phil Dench
Police Chief Michael Lane
Mike Wells
Val Gilman
Dr. Joseph Connelly,
Tom Markham,
Martha Jo Fleming

A revolving account is established in accordance with MGL, Chapter 44, Section 53D "Recreation and park self-supporting service revolving funds, creation, authorization of funds, annual report and revocation of provisions" for the use of recreation program fees which will be subject to annual authorization by vote of the Gloucester City Council. (Ord. 03-11 2/20/2003)

Chapter 16 PLANNING*

***Charter reference(s)**--Council commission on planning and development, section 2-9; planning and community development, section 5-1 et seq.; community development department, section 5-3; designer selection committee, section 5-4; city building committee, section 5-5.

Cross reference(s)--Administration, Ch. 2; buildings and building regulations, Ch. 5; streets, sidewalks and other public places, Ch. 21.

State law reference(s)--Planning generally, M.G.L.A. c. 41, § 81A et seq.

ARTICLE I. IN GENERAL

Sec. 16-1. Grant applications.

Prior to filling any grant application on behalf of the City of Gloucester, such application shall be submitted to the city council for its approval. If, however, a grant applicant first becomes aware of the availability of a grant which has an application deadline prior to the next regularly scheduled city council meeting, the applicant may file the grant application without prior city council approval. The applicant must immediately seek city council approval at the next regularly scheduled city council meeting following the application deadline and filing of the application.

(Ord. of 10-5-93, § 1)

Secs. 16-2--16-14. Reserved.

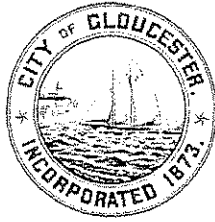
ARTICLE II. PLANNING BOARD*

***Charter reference(s)**--Planning board, section 5-2.

Cross reference(s)--Boards, commissions, councils and committees generally, § 2-400 et seq.

State law reference(s)--Planning boards, M.G.L.A. c. 41, §§ 70--72, 81A--81GG.

Office of the Fire Chief
Philip S. Dench
8 School Street
Gloucester, MA 01930



TEL 978-281-9780
FAX 978-281-9822
pdench@gloucester-ma.gov

CITY OF GLOUCESTER
FIRE DEPARTMENT

MEMORANDUM

RECEIVED

JAN 1 2 2011

Mayor's Office

Date: January 14, 2011
To: Mayor Carolyn Kirk
From: Philip S. Dench, Fire Chief *PSD*
Subject: Grant Award

I am pleased to report that FEMA and the U.S. Department of Homeland Security have awarded an Assistance to Firefighters Grant to the Gloucester Fire Department. The project costs total \$88,300.00. The Federal share is 90 percent or \$79,470.00. The City's share is 10 percent or \$8,830.00.

I am requesting that the City accept this grant which will be used to purchase cardiac monitor defibrillators, cardiac compression devices and AED units (Automatic External Defibrillators).



City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal ☒ Other _____

Name of Grant: ASSISTANCE TO FIREFIGHTERS (AFG)

Department Applying for Grant: FIRE DEPT.

Agency-Federal or State application is requested from: HOMELAND SECURITY - FEMA

Object of the application: TO PURCHASE EMS EQUIPMENT

Any match requirements: 10% - \$8830.00

Mayor's approval to proceed: SEE APPROVAL PACKAGE
Signature _____ Date _____

City Council's referral to Budget & Finance Standing Committee: _____
Vote _____ Date _____

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation _____ Date _____

City Council's Approval or Rejection: _____
Vote _____ Date _____

City Clerk's Certification of Vote to City Auditor: _____
Certification _____ Date _____

City Auditor:
Assignment of account title and value of grant: _____
Title _____ Amount _____

Auditor's distribution to managing department: _____
Department _____ Date sent _____

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

FORM: AUDIT GRANT CHECKLIST - V.1



City of Gloucester
Grant Application and Check List (Continued)

The following are documents needed by the Auditing Office for grant account creation:

- ✓1. Grant Application
- ✓2. Grant Award Letter/Standard Contract Approval Form
- ✓3. Council Order Approval
- ✓4. Original Grant Account Budget as approved by Grantor
- N/A 5. Amended Grant Account Budget as approved by Grantor (if applicable)
6. Any additional information as requested by the Auditing Department

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors' Office.

CITY OF GLOUCESTER

ACCOUNT BUDGET

DEPARTMENT NAME: _____

ACCOUNT NAME: _____

FUND NUMBER AND NAME: (N/A FOR NEW FUND) _____

CFDA # (Required for Federal Grants): _____

DATE PREPARED: _____

APPROVED
AMENDED BUDGET

OBJECT	ORIGINAL BUDGET	(IF APPLICABLE)	AMENDED REQUEST	REVISED BUDGET
REVENUE (4 _____)				
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE (5 _____)				
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total:	\$0.00	\$0.00	\$0.00	\$0.00

DEPARTMENT HEAD SIGNATURE _____

DATE ENTERED (AUDIT) _____

AUDITING DEPARTMENT INITIALS _____

FORM: AUDIT ACCOUNT BUDGET - V1

BudgetBudget Object Class

a. Personnel	\$ 0
b. Fringe Benefits	\$ 0
c. Travel	\$ 0
d. Equipment	\$ 88,300
e. Supplies	\$ 0
f. Contractual	\$ 0
g. Construction	\$ 0
h. Other	\$ 0
i. Indirect Charges	\$ 0
Federal and Applicant Share	
Federal Share	\$ 79,470
Applicant Share	\$ 8,830
Federal Rate Sharing (%)	90/10
* <u>Non-Federal Resources</u> (The combined Non-Federal Resources must equal the Applicant Share of \$ 8,830)	
a. Applicant	\$ 8,830
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0
If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.	
Total Budget	\$ 88,300

Sander Schultz

From: Aleesha Nunley [anunley@gloucester-ma.gov]
Sent: Wednesday, December 15, 2010 2:49 PM
To: 'Sander Schultz'
Cc: 'Mary Richardson'
Subject: FEMA GRANT APPLICATION CHECKLIST AND DOCS
Attachments: FEMA GRANT APPLICATION 4.13.10.pdf

Hi Sander,

Please find the FEMA grant application and documentation per your request.

Thanks and Best Regards,

Aleesha Nunley
General Ledger Accountant
Office of the City Auditor
City Hall
9 Dale Avenue
Gloucester, MA 01930
tel. 978-281-9730
fax 978-281-8472
anunley@gloucester-ma.gov

12/15/2010

MOTION: On motion by Councilor McGeary, seconded by Councilor Ciolino, the City Council voted 8 in favor, 0 opposed to permit the Health Department to pursue the grant application for the Priority Project - Restoration Implementation Grant from Mass EOEEA Division of Ecological Restoration - Department of Fish and Game and US Fish and Wildlife Services for \$16,000.00.

MOTION: On motion by Councilor Hardy, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend to the City Council the Fire Department be given permission to pursue the grant application for the Assistance to Firefighters Grant from the Department of Homeland Security, FEMA for \$88,348.00.

Discussion:

Councilor McGeary noted there is a 10% match. This grant would support the purchase of life saving equipment.

Councilor Theken stated that while she doesn't mostly support matching grants, this she will support this.

MOTION: On motion by Councilor McGeary, seconded by Councilor Tobey, the City Council voted 8 in favor, 0 opposed to permit the Fire Department to pursue the grant application for the Assistance to Firefighters Grant from the Department of Homeland Security, FEMA for \$88,348.00.

Planning & Development: April 7, 2010

MOTION: On motion by Councilor Whynott, seconded by Councilor Verga, the Planning and Development Committee voted 2 in favor, 1 opposed (Ciolino) to recommend to the City Council to grant the request of the applicant 1907, LLC (Mac S. Bell, Mgr.) for a second extension to a Special Council Permit (SCP) for a major project pursuant to sections 2.3.4 (49) and 5.7 of the Gloucester Zoning Ordinance for property located at 201, 205 233 Main Street (Map 8, Lots #2 and #25), said extension to be a six (6) month extension of the terms of the Special Permit and to expire October 13, 2010.

Discussion:

Councilor Ciolino noted this is the unfinished building in the Walgreen's parking lot. He voted against it in Committee. He was not willing to do much of anything to the building and that it is blight to the area. He has had his two year permit and had an extension for one year and never did as was previously asked. He wants the City to wait until he gets a tenant there to finish up the building. He felt the applicant would not work with the City; and, therefore, would not vote for it. The applicant holds two special Council Permits; both have no plans for completion.

Councilor Whynott stated he voted in favor of the extension at P&D; and it doesn't offend him. He feels it shows something is happening there; Mr. Bell has done a lot for the City and will support the extension.

Councilor Verga didn't have the same issues as Councilor Ciolino. He felt the projects Mr. Bell has done in the City have improved it. It is reasonable and a good compromise to give him a six month extension.

MOTION: On motion by Councilor Ciolino, seconded by Councilor Verga, the City Council voted by Roll Call 6 in favor, 2 opposed (Ciolino, Mulcahey) to grant the request of the applicant 1907, LLC (Mac S. Bell, Mgr.) for a second extension to a Special Council Permit (SCP) for a major project pursuant to sections 2.3.4 (49) and 5.7 of the Gloucester Zoning Ordinance for



City of Gloucester
Grant Application and Check List

Granting Authority: State _____ Federal X Other _____

Name of Grant: Assistance to Firefighters Grant

Department Applying for Grant: Fire Department

Agency-Federal or State application is requested from: Dept. of Homeland Security, FEMA

Object of the application: Purchase of EMS Equipment

Any match requirements: 10%

Mayor's approval to proceed: *[Signature]* 3/24/10
Signature Date

City Council's referral to Budget & Finance Standing Committee: _____
Vote Date

Budget & Finance Standing Committee: _____
Positive or Negative Recommendation Date

City Council's Approval or Rejection: _____
Vote Date

City Clerk's Certification of Vote to City Auditor: _____
Certification Date

City Auditor:
Assignment of account title and value of grant: _____
Title Amount

Grant Budget by line item account: _____

Auditor's distribution to managing department: _____
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



RECEIVED

MAR 8 2010

ASSISTANCE TO FIREFIGHTERS GRANT APPLICATION

Mayor's Office

Project Description/Budget:

The City of Gloucester is a port city located in Massachusetts, approximately 45 miles north of Boston. Gloucester is geographically isolated on a peninsula known as Cape Ann, with a local community hospital in the city, and a Level 3 Trauma Center approximately 20 minutes away.

The City of Gloucester Fire Department Ambulance Service is a municipally operated fire based, public non-profit department, employing 70 full-time Fire Fighter EMT's and Paramedics. The Gloucester Fire Department is the primary Advanced Life Support provider for this city spanning 26 square miles, with a full time population of 30,000 residents, which swells to 60,000 in the summer. In 2007 we had 2518 EMS calls resulting in 1955 transports. In 2008 that increased to 2758 EMS calls with 2033 transports, and in 2009 that increased again to 2895 EMS calls with 2113 transports. Gloucester is surrounded by 3 small call fire departments, and EMS back-up is provided primarily by private service.

The Gloucester Fire Department has identified the following risks; outdated equipment which is not meeting medical control recommendations, expanding response times due to closed fire stations, and the lack of uniform equipment. These risks are compromising patient care and causing difficulties for our personnel. Our average response time to EMS calls is 5 minutes. Our quest is to acquire modern equipment, which meets American Heart Association guidelines, to provide our patients quality Advanced Life Support care.

The City of Gloucester has an additional risk factor associated with the need for high quality cardiac care. Gloucester's median age is 40.1 years of age, almost five years older than the national median of 35.3 years of age. The percentage of population 65 years of age and older is 15.6%, over 3 points higher than the national percentage of population 65 years of age and older of 12.4 percent. This demographic is additional indication for the need for state of the art equipment for ALS crews to use to deliver the highest standard of acute cardiac care.

The Gloucester Fire Department (GFD) is in urgent need of replacing and obtaining lifesaving cardiac equipment. Currently, the Gloucester Fire Department has a total of 3 cardiac monitor/defibrillators in service; all three are Lifepak 12 systems. Of these three, one is an 8 year old monophasic monitor/defibrillator with 12 lead capability as its only peripheral function, one is 4 years old, and one is 1 year old. These units are utilized by the primary full time ALS Transporting Ambulance, and by the secondary Transporting Ambulance which is ALS approximately 50% of the time. The GFD also has twelve AED's in service on the first responding engine companies, ladder trucks, and command vehicle, and two AED's in service at the beaches. Three of these AEDs have exceeded their lifespan and are monophasic. These three AEDs need to be replaced.



CITY OF GLOUCESTER FIRE DEPARTMENT
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Financial Need:

For Fiscal Year 2008 the City of Gloucester Fire Department overall budget appropriation was \$5,546,484, of which \$5,179,784 or 93.3% was personnel pay and benefits. In FY 2009 those numbers were \$5,311,627 and \$4,941,300 or 93%, and in FY 2010 they are \$5,019,295 and \$4,726,096 or 94.1%. This indicates a significant decrease in Fire Department funding over the last three years. Since personnel costs are difficult to reduce, operational equipment and supplies take a proportionally more significant hit. In FY 2010 \$87,800 was allocated for ambulance equipment/supplies, down from \$98,725 in FY 2009.

According to the Management Audit, Report on the Gloucester Fire Department conducted by Municipal Recourses Inc. in July of 2009, the "Central Fire Station is obsolete and dysfunctional in all respects", and the city has applied for a grant to fund the building of a new fire headquarters. The department also faces significant challenges regarding replacement of rolling stock and communications equipment. While hard data will come with the 2010 census, anecdotal evidence indicates that Gloucester's population is increasing with a corresponding increase in run volume, but without an increase in funding for the department.

The City of Gloucester, like all cities in Massachusetts, is allowed by law only 2 1/4 % tax increases per year, which does not keep pace with increases in operational costs, and has significantly reduced our spending. This is exacerbated by the lack of defined commercial and industrial growth in this city. The impact of these factors however has not decreased the amount of EMS runs in our City. In fact the number of EMS runs in the city continues to climb. The GFD has uncommonly high infrastructure repair and replacement costs, and the five year projected budget has no room for new life-saving equipment. Gloucester is currently looking at other grant money providers to assist with other needs of the city; however, in this economy, every business is looking at ways of cutting costs, and unfortunately, grants are one of them.

By city ordinance approval of matching funds must be achieved through the Mayor and City Council before a grant is applied for. Submission of this grant application indicates that the City of Gloucester is committed to, and the budget will allow for the 10% matching funds the AFG necessitates for this grant.

Cost/Benefit:

Protecting and saving lives is core to the mission of the Gloucester Fire Department, the benefits of this grant would be enormous to the residents of, and visitors to the City of Gloucester. 100% of Gloucester Fire Departments response zones will be covered with life-saving cardiac equipment, enabling crews to provide early intervention and transport to the appropriate receiving hospital which will be prepared for what type of cardiac patient is en-route. Proven life-preserving continuous CPR compression systems on all of the responding ambulances in Gloucester will save lives.

In 2007, the City of Gloucester Fire Department ran approximately 2518 EMS calls resulting in 2290 patient care reports. Of these calls 161 were Chest Pain/ Cardiac, 116 were Respiratory Distress and 25 were cardiac arrests, and in 2009, the City of Gloucester Fire Department ran approximately 2758 EMS calls resulting in



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None of these units in service are wireless/bluetooth capable which would be beneficial for increased awareness and assistance to the receiving hospitals for cardiac care. Also, one of the LP 12s is outdated. It is monophasic, and 60-cycle and other interference has been noted during use, which causes artifact, sometimes making it difficult to read the underlying EKG rhythm. Purchasing two new monitor/defibrillators would ensure that the two first out ambulances would have identical and modern equipment with an older but still up-to-date Lifepak 12 monitor/defibrillator on the reserve ambulance.

The next equipment need of the Gloucester Fire Department is Cardio Pulmonary Resuscitation (CPR) Chest Compression systems. Presently, the city does not own an automatic CPR chest compression system. With only manual CPR capabilities, our system is less capable of providing this documented life preserving care to the pulseless patient. Gloucester has a coverage area of 26 square miles; this can be lengthy for the firefighters and paramedics to be performing CPR resulting in less consistent and less effective cardiac and cerebral perfusion.

The total cost of the equipment and training needed equals \$98,164. The City of Gloucester requests \$88,348 from the Department of Homeland Security's Assistance to Firefighters Grant and agrees to the 10% match required in the amount of \$9816 to make these equipment purchases.

If awarded, the city will purchase: Two new 12-lead electrocardiogram (EKG) monitor/defibrillators equipped with main stream capnography, carbon monoxide monitoring, 360 joules, non-invasive blood pressure monitoring (NIBP), with blue tooth technology. The Bluetooth technology will enable the receiving hospital to obtain the EKG while the medic unit is enroute and still performing patient care. These units are \$27,000 each, totaling \$54,000. Three AEDs will also be purchased. The AEDs cost \$2,076 each for a total of \$6228.

This grant will also fund two Chest Compression Systems, enabling firefighters and paramedics to provide appropriate ALS care. They will allow for continuous CPR without interruptions or delays to pulseless patients, thus being compliant with 2005 American Heart Association (AHA) Guidelines. These two units will be placed in service on the two front line ambulances. These units are \$14,000 each, totaling \$28,000.

An additional \$9,936 has been included in the grant request to ensure 4 hours of training on the equipment functionality and capabilities for each of the 70 Gloucester Fire Department personnel. The total amount of training includes 17 EMT Paramedics at \$37 multiplied by 4 hours totaling \$2516, and 53 EMT Basics at an average of \$35 multiplied by 4 hours, totaling \$7420, for a total of \$9,936.

This equipment will also bring us into compliance with current training, patient care, and equipment standards including, but not limited to: NFPA Standards 450, 473, 1584 and 1901. The implementation of this equipment will also meet AHA and local medical control guidelines.



CITY OF GLOUCESTER FIRE DEPARTMENT
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2033 patient transports. Of these calls 94 were Chest Pain/Discomfort, 105 were Respiratory Distress and 24 were cardiac arrests; this all with old/outdated equipment. In 2009 4 Lead EKG Monitoring occurred 840 times, and 12 EKGs were conducted 257 times on 166 patients. 2008 was a transition year, and the data is incomplete. If awarded, this grant will allow Gloucester Fire Department personnel to detect and treat acute cardiac issues more quickly, more efficiently, and more effectively than with the mixed system currently in place. Thus, this will result in lower rates of morbidity and mortality among our patients and will provide a higher quality of care. Research has always shown that seconds count and rapid intervention is critical in a cardiac emergency situation.

Breaking the cost of the equipment down to the cost per call, (based on previous run volume for a single year), the CPR assist device would equal \$1120 for patients requiring CPR. The EKG monitors would be \$200 per patient for those who require EKG monitoring and capnography. This breakdown is over the first single year of use. If the cost of the equipment is broken down to the cost per call over the lifespan of the equipment, the CPR assist device would equal \$140 for patients requiring CPR; and the EKG monitors would be \$35 per patient for those who require EKG monitoring and capnography. This breakdown is based on cost per use over the lifespan of the equipment, which is eight years, as recommended by the American Hospital Association. For instance, the Chest Compression System broken down to \$140 per call is equal to \$28,000 (for two devices) divided by 200, which is 25 times used per year, multiplied by 8 years.

In an effort to control costs equipment has only been requested for primary response units. Additionally, two of the older LP 12 units, currently in use in Gloucester, will be traded in to reduce the purchase cost, and the newest LP 12 will be placed on the reserve ambulance.

In the event the City of Gloucester would not receive funding towards the purchase of the above equipment, the EMT's and first responders of this city, and their patients would remain limited to older less precise EKG monitoring, defibrillating, cardioverting, and pacing, and CPR would continue to be manual resulting in less consistent compressions resulting in greater morbidity and mortality. Due to the lack of commercial growth, and the 2 1/2 % tax cap, the planning for purchase of this equipment is years off, thus being detrimental to the residents, visitors, customers, patients, and protectors of this dynamic City. The city is unable to keep pace with the cost of the technology of modern medicine, and Gloucester, being a growing city with vital maritime infrastructure in Massachusetts, needs to be able to treat its patients with the highest standard of pre-hospital care and management.

Operation Outcomes:

Should the City of Gloucester Fire Department be fortunate enough to receive grant funding for the purchase of two new EKG monitor/defibrillators with 12 lead capability, capnography, CO monitoring, and NIBP, three AEDs and two Chest Compression Systems, this would enhance the ability of the Gloucester Fire Department to provide Advanced Life Support in our City. Being the primary ALS pre-hospital provider, we must pave the way and lead our city into the technology that saves lives, while still maintaining the retention of experienced paramedics. The CO monitoring will be used to support the department's new rehab SOG to ensure that our rehabbing firefighters will not have high levels of Carbon Monoxide. Residents, visitors, patients, first responders, firefighters, fire departments, neighboring EMS agencies, and our own paramedics



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will reap the benefits of this grant. The above equipment will provide continuity of care/training, identical equipment on all first out apparatus, thus decreasing potential errors due to training on different equipment, safety thresholds for the paramedics saving lives, and definitive life-saving diagnostic tools reducing the uncertainty with patients' lives.

As indicated by the American Heart Association, the expected outcome of the immediate use of biphasic defibrillation is an increase in the number of pre-hospital resuscitations. This grant will allow GFD to operate the most current and effective pre-hospital treatment (biphasic defibrillation) for cardiac arrest, improving emergency care for members of the community and the firefighters who protect them.

Having the Chest Compression Devices will allow paramedics more time to attend to vital functions like airway management, and drug and electrical therapy. Compressions will be consistent and at a constant rate even when the patient is being moved resulting in an increase in positive patient outcomes. Patients will experience less rib fractures and cartilage damage due to manual compressions. Patients will not experience the fatigue associated with manual compressions and incidences of back and other injuries should go down. The rescuers safety will be greatly enhanced as they will be able to be seated and buckled in during transport.

This request will meet with the Department of Homeland Security's determination that the greatest benefits of AFG funding will be achieved by supporting this department's existing mission and to replace used or obsolete equipment.

Cost Breakdown

Monitor/Defibrillators	\$27,000 X2	\$54,000
Cardiac Compression	\$14,000 X2	\$28,000
AED's	\$ 2076 X3	\$ 6228
<u>Training</u>		<u>\$ 9936</u>
Total Cost		\$98,164
City of Gloucester 10%		\$ 9,816
AFG Grant Funding 90%		\$88,348

Award Package

U.S. Department of Homeland Security
Washington, D.C. 20472



FEMA

Mr. Sander Schultz
Gloucester Fire Department
8 School St
Gloucester, Massachusetts 01930-3529

Re: Grant No.EMW-2010-FO-00149

Dear Mr. Schultz:

On behalf of the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2010 Assistance to Firefighters Grant has been approved. FEMA's Grant Programs Directorate (GPD), in consultation with the U.S. Fire Administration (USFA), carries out the Federal responsibilities of administering your grant. The approved project costs total to \$88,300.00. The Federal share is 90 percent or \$79,470.00 of the approved amount and your share of the costs is 10 percent or \$8,830.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the grant and Grant Agreement Articles when you request and receive any of the Federal grant funds awarded to you.** By accepting the grant, you agree not to deviate from the approved scope of work without prior written approval from FEMA.

If your SF 1199A has been reviewed and approved, you will be able to request payments online. Remember, you should request funds when you have an immediate cash need.

If you have any questions or concerns regarding the awards process or how to request your grant funds, please call the helpdesk at 1-866-274-0960.

Elizabeth M. Harman
Assistant Administrator
Grant Programs Directorate

Agreement Articles

**FEMA**U.S. Department of Homeland Security
Washington, D.C. 20472**AGREEMENT ARTICLES****ASSISTANCE TO FIREFIGHTERS GRANT PROGRAM - Operations and Safety program****GRANTEE:** Gloucester Fire Department**PROGRAM:** Operations and Safety**AGREEMENT NUMBER:** EMW-2010-FO-00149**AMENDMENT NUMBER:****TABLE OF CONTENTS**

Article I	Project Description
Article II	Grantee Concurrence
Article III	Period of Performance
Article IV	Amount Awarded
Article V	Financial Guidelines
Article VI	Prohibition on Using Federal Funds
Article VII	GPD Allocations
Article VIII	Financial Reporting
Article IX	FEMA Officials

Article I - Project Description

The purpose of the Assistance to Firefighters Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards. After careful consideration, FEMA has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - is consistent with the program's purpose and worthy of award. Therefore, the grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval from FEMA.

Article II - Grantee Concurrence

By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. By receiving funds under this grant, grantees agree that they will use the funds provided through the Fiscal Year 2010 Assistance to Firefighters Grant Program in accordance with these Articles of Agreement and the program guidelines provided in the Fiscal Year 2010 Assistance to Firefighters Grant program guidance. All documents submitted as part of the application are made a part of this agreement by reference.

Article III - Period of Performance

The period of performance shall be from **07-JAN-11 to 06-JAN-12**.

Article IV - Amount Awarded

The amount of the award is detailed on the Obligating Document for the Award attached to these articles. Following are the budgeted estimates for each object class of this grant (including Federal share plus grantee match):

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$88,300.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$88,300.00

NEGOTIATION COMMENTS IF APPLICABLE (max 4000 characters)**Article V - Financial Guidelines**

The grantee and any subgrantee shall comply with the most recent version of the Administrative Requirements, Cost Principles, and Audit Requirements. A non-exclusive list of regulations commonly applicable to FEMA grants are listed below:

A. Administrative Requirements

1. 44 CFR Part 13, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
2. 2 CFR Part 215, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (OMB Circular A-110)

B. Cost Principles

1. 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments (OMB Circular A-87)
2. 2 CFR Part 220, Cost Principles for Educational Institutions (OMB Circular A-21)
3. 2 CFR Part 230, Cost Principles for Nonprofit Organizations (OMB Circular A-122)
4. Federal Acquisition Regulations (FAR), Part 31.2 Contract Cost Principles and Procedures, Contracts with Commercial Organizations

C. Audit Requirements

1. OMB Circular A-133, Audits of States, Local Governments, and Nonprofit Organizations

Article VI - Prohibition on Using Federal Funds

Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of FEMA.

Article VII - GPD Allocations

The recipient agrees that all allocations and use of funds under this grant will be in accordance with the FY 2010 Assistance to Firefighters Grant Program guidance and application kit.

Article VIII - Financial Reporting

Recipients of any AFG grants will be required to submit a semi-annual Federal Financial Report (FFR) via the automated system on the Standard Form 425. The FFR is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements throughout the government. The FFR, to be submitted using the online e-grant system, will be due semi-annually based on the calendar year beginning with the period after the award is made. Grant recipients will be required to submit a FFR throughout the entire period of performance of the grant.

The reporting periods for the FFR are January 1 through June 30 (Report due by July 31), and July 1 through December 31 (Report due by January 30).

At the end of the grant's period of performance, all grantees are required to produce a final report on how the grant funding was used and the benefits realized from the award. Grantees must submit a final financial report and a final performance report within 90 days after the end of the period of performance.

Article IX - FEMA Officials

Program Officer: Catherine Patterson is the Program Officer for the Assistance to Firefighters Grant Program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application.

Grants Assistance Officer: Jane Early is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters.

Grants Management Division POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1a. AGREEMENT NO. EMW-2010-FO-00149	2. AMENDMENT NO. 0	3. RECIPIENT NO. 04-6001390	4. TYPE OF ACTION AWARD	5. CONTROL NO. W494324N
6. RECIPIENT NAME AND ADDRESS Gloucester Fire Department 8 School St Gloucester Massachusetts, 01930-3529	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20528-7000 POC: Jane Early	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Sander Schultz	PHONE NO. 9782819760	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 07-JAN-11	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:07-JAN-11 To:06-JAN-12 Budget Period From:29-OCT-10 To:30-SEP-11	

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMMULATIVE NON- FEDERAL COMMITMENT
AFG	97.044	2011-M0-3120GF-25000000- 4101-D	\$0.00	\$79,470.00	\$79,470.00	\$8,830.00
TOTALS			\$0.00	\$79,470.00	\$79,470.00	\$8,830.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Assistance to Firefighters Grant recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)

N/A

DATE

N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)

Jane Early

DATE

05-JAN-11

Entire Application

Overview

*Did you attend one of the workshops conducted by DHS's regional fire program specialist?

Yes, I have attended workshop

*Are you a member, or are you currently involved in the management, of the fire department or non-affiliated EMS organization applying for this grant with this application?

Yes, I am a member/officer of this applicant

If you are a grant writer or otherwise not affiliated with this applicant, please **complete** the information below.
Fields marked with an * are required.

If you are a member/officer of this applicant, please do **not** complete the information requested below.

Preparer Information

* Preparer's Name

* Address 1

Address 2

* City

* State

* Zip

Contact Information

Alternate Contact Information Number 1

* Title Fire Chief
Prefix N/A
* First Name Phillip
Middle Initial
* Last Name Dench
* Business Phone 978-281-9760 Ext.
* Home Phone 978-230-1765 Ext.
Mobile Phone/Pager
Fax
* Email pdench@gloucester-ma.gov

Alternate Contact Information Number 2

* Title Administrative Assistant
Prefix N/A
* First Name Susan
Middle Initial
* Last Name Mills
* Business Phone 978-281-9760 Ext.
* Home Phone 978-879-8678 Ext.
Mobile Phone/Pager
Fax
* Email smills@gloucester-ma.gov

Applicant Information

EMW-2010-FO-00149

Originally submitted on 05/06/2010 by Sander Schultz (Userid: saschultz)

Contact Information:

Address: 8 School St
City: Gloucester
State: Massachusetts
Zip: 01930
Day Phone: 9782819760
Evening Phone:
Cell Phone: 9784302760
Email: SSCHULTZ@GLOUCESTER-MA.GOV

Application number is EMW-2010-FO-00149

* Organization Name Gloucester Fire Department
* Type of Applicant Fire Department/Fire District
* Type of Jurisdiction Served City
If other, please enter the type of Jurisdiction
* Employer Identification Number 04-6001390
* What is your organization's DUNS Number? [REDACTED] (call 1-866-705-5711 to get a DUNS number)

Headquarters or Main Station Physical Address

* Physical Address 1 8 School St
Physical Address 2
* City Gloucester
* State Massachusetts
* Zip 01930 - 3529
[Need help for ZIP+4?](#)

Mailing Address

* Mailing Address 1 8 School St
Mailing Address 2
* City Gloucester
* State Massachusetts
* Zip 01930 - 3529
[Need help for ZIP+4?](#)

Account Information

* Type of bank account [REDACTED]
* Bank routing number - 9 digit number on the bottom left hand corner of your check [REDACTED]
* Your account number [REDACTED]

Additional Information

* For this fiscal year (Federal) is your organization

receiving Federal funding from any other grant program that may duplicate the purpose and/or scope of this grant request? No

* If awarded the AFG grant, will your organization expend more than \$500,000 in Federal funds during your organization's fiscal year in which this AFG grant was awarded? No

* Is the applicant delinquent on any Federal debt? No

If you answered yes to any of the additional questions above, please provide an explanation in the space provided below:

Department Characteristics (Part I)

* Are you a member of a Federal Fire Department or contracted by the Federal government and solely responsible for suppression of fires on Federal property?	No
* What kind of organization do you represent?	All Paid/Career
If you answered combination, above, what is the percentage of career members in your organization?	%
If you answered volunteer or combination or paid on-call, how many of your volunteer Firefighters are paid members from another career department?	
* What type of community does your organization serve?	Suburban
* What is the square mileage of your first-due response area?	26
* What percentage of your response area is protected by hydrants?	100 %
* In what county/parish is your organization physically located? If you have more than one station, in what county/parish is your main station located?	Essex
* Does your organization protect critical infrastructure of the state?	Yes
* How much of your jurisdiction's land use is for agriculture, wild land, open space, or undeveloped properties?	40 %
* What percentage of your jurisdiction's land use is for commercial, industrial, or institutional purposes?	30 %
* What percentage of your jurisdiction's land is used for residential purposes?	30 %
* How many occupied structures (commercial, industrial, residential, or institutional) in your jurisdiction are more than four stories tall?	12
* What is the permanent resident population of your <u>Primary/First-Due Response Area or jurisdiction served?</u>	30000
* How many active firefighters does your department have who perform firefighting duties?	71
* How many ALS level trained members do you have in your department/organization?	16
* How many stations are operated by your organization?	4
* Do you currently report to the National Fire Incident Reporting System (NFIRS)?	Yes
If you answered yes above, please enter your <u>FDIN/FDID</u>	09107
* What services does your organization provide?	

Structural Fire Suppression
Wildland Fire Suppression

Medical First Response
Basic Life Support
Advanced Life Support

Hazmat Operational Level
Hazmat Technical Level
Rescue Operational Level
Rescue Technical Level

Fire Department Characteristics (Part II)

	2009	2008	2007
* What is the total number of fire-related civilian fatalities in your jurisdiction over the last three years?	0	1	1
* What is the total number of fire-related civilian injuries in your jurisdiction over the last three years?	5	1	2
* What is the total number of line of duty member fatalities in your jurisdiction over the last three years?	0	0	0
* What is the total number of line of duty member injuries in your jurisdiction over the last three years?	1	0	0
* Over the last three years, what was your organization's average operating budget?	4000000		
* What percentage of your TOTAL budget is dedicated to personnel costs (salary, overtime and fringe benefits)?	93 %		
* What percentage of your annual operating budget is derived from: Enter numbers only, percentages must sum up to 100%			
Taxes?	100 %		
<u>EMS Billing?</u>	0 %		
Grants?	0 %		
Donations?	0 %		
Fund drives?	0 %		
Fee for Service?	0 %		
Other?	0 %		

If you entered a value into Other field (other than 0), please explain

The City of Gloucester bills for providing ambulance service and produced revenues of just over \$900,000.00 in FY 2009. This money goes into a revenue account in the general fund and does not correlate directly with Fire Department funding.

* How many vehicles does your organization have in each of the types or class of vehicle listed below? **You must include vehicles that are leased or on long-term loan as well as any vehicles that have been ordered or otherwise currently under contract for purchase or lease by your organization but not yet in your possession.** (Enter numbers only and enter 0 if you do not have any of the vehicles below.)

Type or Class of Vehicle	Total Number	Total Number of Riding Positions
Engines or Pumpers (pumping capacity of 750 gpm or greater and water capacity of 300 gallons or more): Pumper, Pumper/Tanker, Rescue/Pumper, Foam Pumper, CAFS Pumper, Quint (Aerial device of less than 76 feet), Type I or Type II Engine Urban Interface	5	24
Tankers (pumping capacity of less than 750 gallons per minute (gpm) and water capacity of 1,000 gallons or more): Tanker, Tender, Tanker/Tender	0	0
Aerial Apparatus: Aerial Ladder Truck, Telescoping, Articulating, Ladder Towers, Platform, Tiller Ladder Truck, Quint (Aerial device of 76 feet or greater)	2	10

Brush/Quick attack (pumping capacity of less than 750 gpm and water carrying capacity of at least 300 gallons): Brush Truck, Patrol Unit (Pick up w/ Skid Unit), Quick Attack Unit, Mini-Pumper, Type III Engine, Type IV Engine, Type V Engine, Type VI Engine, Type VII Engine	1	2
Rescue Vehicles: Rescue Squad, Rescue (Light, Medium, Heavy), Technical Rescue Vehicle, Hazardous Materials Unit	0	0
Ambulances for transport, emergency or scheduled	4	8
Other: EMS Chase Vehicle, Air/Light Unit, Rehab Units, Bomb Unit, Technical Support (Command, Operational Support/Supply), Hose Tender, Salvage Truck, ARFF (Aircraft Rescue Firefighting), Command/Mobile Communications Vehicle, Other Vehicle	3	6

Department Call Volume

	2009	2008	2007
• How many responses per year by category? (Enter whole numbers only. If you have no calls for any of the categories, enter 0)			
Working Structural Fires	100	128	163
False Alarms/Good Intent Calls	1019	792	921
Vehicle Fires	18	15	11
Vegetation Fires	15	29	56
EMS-BLS Response Calls	1737	1654	1328
EMS-ALS Response Calls	1158	1104	962
EMS-BLS Scheduled Transports	0	0	0
EMS-ALS Scheduled Transports	0	0	0
Vehicle Accidents w/o Extrication	122	156	122
Vehicle Extrications	86	82	68
Other Rescue	15	14	28
Hazardous Condition/Materials Calls	182	147	165
Service Calls	419	527	568
Other Calls and Incidents	21	18	28
Total	4892	4666	4420
What is the total acreage of all vegetation fires?	36	8	28
In a particular year, how many times does your organization receive mutual/automatic aid?	0	1	3
In a particular year, how many times does your organization provide mutual/automatic aid? (Please indicate the number of times your department provides or receives mutual aid. Do not include first-due responses claimed above.)	4	12	3

Request Information

* 1. Select a program for which you are applying. If you are interested in applying under both Vehicle Acquisition and Operations and Safety, and/or regional application **you will need to submit separate applications.**

Program Name

Operations and Safety

* 2. Will this grant benefit more than one organization?

Yes

If you answered Yes to Question 2 above, please explain.

The Gloucester Fire Department provides General EMS, and ALS Back-Up to three contiguous communities and two private ambulance services.

* 3. Enter Grant-writing fee associated with the preparation of this request. Enter 0 if there is no fee.

\$0

Request Details

The activities for program Operations and Safety are listed in the table below.

Activity	Number of Entries	Total Cost	Additional Funding
Equipment	3	\$ 88,300	\$ 0
Modify Facilities	0	\$ 0	\$ 0
Personal Protective Equipment	0	\$ 0	\$ 0
Training	0	\$ 0	\$ 0
Wellness and Fitness Programs	0	\$ 0	\$ 0

Grant-writing fee associated with the preparation of this request. \$0

Equipment**Equipment Details**

1*. What percent of your active firefighters are trained to the level of Firefighter I? 29 % (whole number only)

2. What percentage of your active firefighters are trained to the level of Firefighter II? 29 % (whole number only)

3. If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001? No

If you've indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this application your training program and your plans to bring your membership up to Firefighter II.

4*. What equipment will your organization purchase with this grant? Defibrillator/Monitor

Please provide further description of the item selected above or if

you selected Other above, please specify.

5*. Number of units

2 (whole number only)

6*. Cost per unit

\$ 27000 (whole dollar amounts only)

7*. Generally the equipment purchased under this grant program is:

The equipment will replace old, obsolete, or substandard equipment currently owned by your organization

If you selected "replacing equipment" (from Q7) above, please specify the age of equipment in years.

8 Years

8*. Generally the equipment purchased under this grant program:

Will bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc. Please explain how this equipment will bring the organization into voluntary compliance in the space provided to the right.

This equipment will bring the Gloucester Fire Department up to the latest Standards for Advanced Cardiac Care. It will bring us into compliance with current training, patient care, and equipment standards including, but not limited to: NFPA Standards 450, 473, 1584 and 1901. The implementation of this equipment will also meet AHA and local medical control guidelines.

9*. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

10*. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

The Gloucester Fire Department provides General EMS, and ALS Back-Up to three adjacent communities, and two private ambulance services

11*. Will this equipment be used for wildland firefighting purposes?

No

12*. Is your department trained in the proper use of the equipment being purchased with grant funds?

Yes

If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other sources?

Yes

Equipment

Equipment Details

1*. What percent of your active firefighters are trained to the level of Firefighter I?

29 % (whole number only)

2. What percentage of your active firefighters are trained to the level of Firefighter II?

29 % (whole number only)

3. If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001?

No

If you've indicated that less than 100% of your firefighters are trained

to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this application your training program and your plans to bring your membership up to Firefighter II.

4*. What equipment will your organization purchase with this grant? Automated External Defibrillators (AEDs)

Please provide further description of the item selected above or if you selected Other above, please specify.

5*. Number of units

3 (whole number only)

6*. Cost per unit

\$ 2100 (whole dollar amounts only)

7*. Generally the equipment purchased under this grant program is:

The equipment will replace old, obsolete, or substandard equipment currently owned by your organization

If you selected "replacing equipment" (from Q7) above, please specify the age of equipment in years.

Over 10 Years

8*. Generally the equipment purchased under this grant program:

Will bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc. Please explain how this equipment will bring the organization into voluntary compliance in the space provided to the right.

This equipment will bring the Gloucester Fire Department up to the latest Standards for Basic Cardiac Care. It will bring us into compliance with current training, patient care, and equipment standards including, but not limited to: NFPA Standards 450, 473, 1584 and 1901. The implementation of this equipment will also meet AHA and local medical control guidelines.

9*. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

10*. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

The Gloucester Fire Department provides General EMS, and ALS Back-Up to three adjacent communities, and two private ambulance services

11*. Will this equipment be used for wildland firefighting purposes?

No

12*. Is your department trained in the proper use of the equipment being purchased with grant funds?

Yes

If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other sources?

Yes

Equipment

Equipment Details

1*. What percent of your active firefighters are trained to the level of Firefighter I? 29 % (whole number only)

2. What percentage of your active firefighters are trained to the level 29 % (whole number only)

of Firefighter II?

3. If you answered less than 100% to either question above, are you requesting for training funds in this application to bring 100% of your firefighters into compliance with NFPA 1001? No

If you've indicated that less than 100% of your firefighters are trained to the Firefighter II level and you are not asking for training funds in this application, please describe in the narrative section of this application your training program and your plans to bring your membership up to Firefighter II.

4*. What equipment will your organization purchase with this grant?

Other EMS/Rescue (explain)

Please provide further description of the item selected above or if you selected Other above, please specify.

Chest Compression Systems (Automated Mechanical CPR Devices)

5*. Number of units

2 (whole number only)

6*. Cost per unit

\$ 14000 (whole dollar amounts only)

7*. Generally the equipment purchased under this grant program is:

The equipment will increase your organization's capabilities within existing mission areas or to address a new risk

If you selected "replacing equipment" (from Q7) above, please specify the age of equipment in years.

Select Age

8*. Generally the equipment purchased under this grant program:

Will bring the organization into voluntary compliance with a national standard, e.g. compliance with NFPA, OSHA, etc. Please explain how this equipment will bring the organization into voluntary compliance in the space provided to the right.

This equipment will bring the Gloucester Fire Department up to the latest Standards for Advanced Cardiac Care. It will bring us into compliance with current training, patient care, and equipment standards including, but not limited to: NFPA Standards 450, 473, 1584 and 1901. The implementation of this equipment will also meet AHA and local medical control guidelines.

9*. Does this equipment provide a health and safety benefit to the members of your organization? If yes, please fully explain in the narrative section.

Yes

10*. Will the item requested benefit other organizations or otherwise be available for use by other organizations?

Yes

If you answered Yes in the question above, please explain:

This equipment will enable Firefighters to not have to provide CPR in a moving ambulance thereby reducing potential injury.

The Gloucester Fire Department provides General EMS, and ALS Back-Up to three adjacent communities, and two private ambulance services.

11*. Will this equipment be used for wildland firefighting purposes?

No

12*. Is your department trained in the proper use of the equipment being purchased with grant funds?

Yes

If not, will you be asking for training funds for this purpose with this application or will you obtain the appropriate training through other sources?

Yes

BudgetBudget Object Class

a. Personnel	\$ 0
b. Fringe Benefits	\$ 0
c. Travel	\$ 0
d. Equipment	\$ 88,300
e. Supplies	\$ 0
f. Contractual	\$ 0
g. Construction	\$ 0
h. Other	\$ 0
i. Indirect Charges	\$ 0

Federal and Applicant Share

Federal Share	\$ 79,470
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Applicant Share	\$ 8,830
-----------------	----------

Federal Rate Sharing (%)	90/10
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* Non-Federal Resources (The combined Non-Federal Resources must equal the Applicant Share of \$ 8,830)

a. Applicant	\$ 8,830
b. State	\$ 0
c. Local	\$ 0
d. Other Sources	\$ 0

If you entered a value in Other Sources other than zero (0), include your explanation below. You can use this space to provide information on the project, cost share match, or if you have an indirect cost agreement with a federal agency.

Total Budget	\$ 88,300
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Narrative Statement**Project Description**

* Please indicate which of these Target Capabilities your request outlined in this application will satisfy. Check all that apply:

Responder Safety and Health
Search and Rescue
Emergency Medical Services

* Please provide your narrative statement in the space provided below. Include in your narrative, details regarding (1) your project's description and budget, (2) your organization's financial need, (3) the benefit to be derived from the cost of your project, and (4) how the activities requested in your application will help your organization's daily operations and how this grant will protect life and property.

ASSISTANCE TO FIREFIGHTERS GRANT APPLICATION**Project Description/Budget:**

The City of Gloucester is a port city located in Massachusetts, approximately 45 miles north of Boston. Gloucester is geographically isolated on a peninsula known as Cape Ann, with a local community hospital in the city, and a Level 3 Trauma Center approximately 20 minutes away. The City of Gloucester Fire Department is applying for funds to purchase 2 Monitor/Defibrillators, 2 Chest Compression Systems, and 3 Automated Electronic Defibrillators, for a total cost of \$79,470.

The City of Gloucester Fire Department is a municipally operated, public non-profit department, employing 70 full-time Fire Fighter EMT's and Paramedics. The Gloucester Fire Department is the primary Advanced Life Support provider for this city spanning 26 square miles, with a full time population of 30,000 residents, which swells to 60,000 in the summer. In 2007 we had 2518 EMS calls resulting in 1955 transports. In 2008 that increased to 2758 EMS calls with 2033 transports, and in 2009 that increased again to 2895 EMS calls with 2113 transports. Gloucester is surrounded by 3 small call fire departments, and EMS back-up is provided primarily by private service.

Compliance with NFPA 1001 is a relatively new but very high priority for the Gloucester Fire Department, and the department is currently 29% Compliant with NFPA 1001. All Firefighters hired from the year 2000 through the present and into the future attend the Massachusetts Fire Academy's 12 week recruit training program and receive certification in FF1 and FF2. Additionally all Firefighters hired before 2000 are encouraged to pursue Certification in FF1 and FF2. There is also an educational incentive for Firefighters to achieve degrees in fire science.

The Gloucester Fire Department has identified the following risks; outdated EMS/ALS equipment which is not meeting national standards or medical control recommendations, expanding response times due to closed fire stations, and the lack of uniform EMS/ALS equipment. These risks are compromising patient care and causing difficulties for our personnel. Our average response time to EMS calls is 5 minutes. Our quest is to acquire modern equipment, which meets American Heart Association guidelines, to provide our patients quality Advanced Life Support care.

The City of Gloucester has an additional risk factor associated with the need for high quality cardiac care. Gloucester's median age is 40.1 years of age, almost five years older than the national median of 35.3 years of age. The percentage of population 65 years of age and older is 15.6%, over 3 points higher than the national percentage of population 65 years of age and older of 12.4 percent. This demographic is an additional indication of the need for state of the art equipment for ALS crews to use to deliver the highest standard of acute cardiac care.

The Gloucester Fire Department (GFD) has an urgent need to replace and obtain lifesaving cardiac equipment. Currently, the Gloucester Fire Department has a total of 3 cardiac monitor/defibrillators in service; all three are Lifepak 12 systems. Of these three, one is an 8 year old monophasic monitor/defibrillator with 12 lead capability as its only peripheral function, one is 4 years old, and one is 1 year old. These units are utilized by the primary full time ALS Transporting Ambulance, and by the secondary Transporting Ambulance which is ALS approximately 50% of the time. None of these units in service are wireless/bluetooth capable which would be beneficial for increased awareness and assistance to the receiving hospitals for cardiac care. Also, one of the LP 12s is outdated. It is monophasic, and 60-cycle and other interference has been noted during use, which causes artifact, sometimes making it difficult to read the underlying EKG rhythm. Purchasing two new monitor/defibrillators would ensure that the two first out ambulances would have identical and modern equipment with an older but still up-to-date Lifepak 12 monitor/defibrillator on the reserve ambulance.

The GFD also has twelve AED's in service on the first responding engine companies, ladder trucks, and

command vehicle, and two AED's in service at the beaches. Three of these AEDs have exceeded their lifespan and are monophasic. These three AEDs need to be replaced.

The next equipment need of the Gloucester Fire Department is Cardio Pulmonary Resuscitation (CPR) Chest Compression systems. Presently, the city does not own an automatic CPR chest compression system. With only manual CPR capabilities, our system is less capable of providing this documented life preserving care to the pulseless patient. Gloucester has a coverage area of 26 square miles; this can be lengthy for the firefighters and paramedics to be performing CPR resulting in less consistent and less effective cardiac and cerebral perfusion.

The total cost of the equipment needed equals \$88,300. The City of Gloucester requests \$79,470 from the Department of Homeland Security's Assistance to Firefighters Grant and agrees to the 10% match required in the amount of \$8830 to make these equipment purchases. The Gloucester Fire Department will provide training to all of its EMT's in the use of the new equipment.

If awarded, the city will purchase: Two new 12-lead electrocardiogram (EKG) monitor/defibrillators equipped with main stream capnography, carbon monoxide monitoring, 360 joules, non-invasive blood pressure monitoring (NIBP), and bluetooth technology. The Bluetooth technology will enable the receiving hospital to obtain the EKG while the medic unit is enroute and still performing patient care. These units are \$27,000 each, totaling \$54,000. Three AEDs will also be purchased. The AEDs cost \$2100 each for a total of \$6300.

This grant will also fund two Chest Compression Systems, enabling firefighters and paramedics to provide appropriate ALS care. They will allow for continuous CPR without interruptions or delays to pulseless patients, thus being compliant with 2005 American Heart Association (AHA) Guidelines. These two units will be placed in service on the two front line ambulances. These units are \$14,000 each, totaling \$28,000.

This equipment will also bring us into compliance with current training, patient care, and equipment standards including, but not limited to: NFPA Standard 450 Guide for Emergency Medical Services and Systems, NFPA Standard 473 Competencies for EMS Personnel Responding to Hazardous Materials/WMD Incidents, NFPA Standard 1584 Rehabilitation Process for Members During Emergency Operations and Training Exercises, and NFPA Standard 1901 Automotive Fire Apparatus. The implementation of this equipment will also meet AHA guidelines, and Massachusetts Statewide Treatment Protocols.

Financial Need:

For Fiscal Year 2008 the City of Gloucester Fire Department overall budget appropriation was \$5,546,484, of which \$5,179,784 or 93.3% was personnel pay and benefits. In FY 2009 those numbers were \$5,311,627 and \$4,941,300 or 93%, and in FY 2010 they are \$5,019,295 and \$4,726,096 or 94.1%. This indicates a significant decrease in Fire Department funding over the last three years. Since personnel costs are difficult to reduce, operational equipment and supplies take a proportionally more significant hit. In FY 2010 \$87,800 was allocated for ambulance equipment/supplies, down from \$98,725 in FY 2009. This has been used for day to day supplies only, and has not been adequate to fund expensive replacement equipment.

According to the Management Audit, Report on the Gloucester Fire Department conducted by Municipal Recourses Inc. in July of 2009, the "Central Fire Station is obsolete and dysfunctional in all respects", and needs to be replaced. The city has applied for a grant to fund the building of a new fire headquarters. The department also faces significant challenges regarding replacement of rolling stock and communications equipment. In addition the City of Gloucester has significant problems with its water supply and distribution system that will cost the city 14.5 Million dollars between CY 2010 and CY2012. This cost will be born almost entirely by the city tax base either directly or through bond issuance. While hard data will come with the 2010 census, anecdotal evidence indicates that Gloucester's population is increasing with a corresponding increase in run volume, but without an increase in funding for the department.

The City of Gloucester, like all cities in Massachusetts, is allowed by law only 2 ½ % tax increases per year, which does not keep pace with increases in operational costs, and has significantly reduced our spending. This is exacerbated by the lack of defined commercial and industrial growth in this city. The impact of these factors however has not decreased the amount of EMS runs in our City. In fact the number of EMS runs in the city continues to climb. Gloucester is currently looking at other grant money providers to assist with other needs of the city; however, in this economy, every business is looking at ways of cutting costs, and unfortunately, grants are among those ways.

By city ordinance approval of matching funds must be achieved through the Mayor and City Council before a grant is applied for. Submission of this grant application indicates that the City of Gloucester is committed to, and the budget will allow for the 10% matching funds the AFG necessitates for this grant.

Cost/Benefit:

Protecting and saving lives is core to the mission of the Gloucester Fire Department, the benefits of this grant would be enormous to the residents of, and visitors to the City of Gloucester. 100% of Gloucester Fire Departments response zones will be covered with life-saving cardiac equipment, enabling crews to provide early intervention and transport to the appropriate receiving hospital which will be prepared for what type of cardiac

patient is en-route. Proven life-preserving continuous CPR compression systems on all of the responding ambulances in Gloucester will save lives.

If awarded, this grant will allow Gloucester Fire Department personnel to detect and treat acute cardiac issues more quickly, more efficiently, and more effectively than with the mixed system currently in place. Thus, this will result in lower rates of morbidity and mortality among our patients and will provide a higher quality of care. Research has always shown that seconds count and rapid intervention is critical in a cardiac emergency situation.

Breaking the cost of the equipment down to the cost per call, (based on previous run volume for a single year), the CPR assist device would equal \$1120 for patients requiring CPR. The EKG monitors would be \$200 per patient for those who require EKG monitoring and capnography. This breakdown is over the first single year of use. If the cost of the equipment is broken down to the cost per call over the lifespan of the equipment, the CPR assist device would equal \$140 for patients requiring CPR; and the EKG monitors would be \$35 per patient for those who require EKG monitoring and capnography.

In an effort to control costs equipment has only been requested for primary response units. Additionally, two of the older LP 12 units, currently in use in Gloucester, will be traded in to reduce the purchase cost, and the newest LP 12 will be placed on the reserve ambulance.

In the event the City of Gloucester did not receive funding toward the purchase of the above equipment, the EMT's and first responders of this city, and their patients would remain limited to older less precise EKG monitoring, defibrillating, cardioverting, and pacing, and CPR would continue to be manual, resulting in less consistent compressions resulting in greater morbidity and mortality. Due to the lack of commercial growth, and the 2 ½ % tax cap, the planning for purchase of this equipment is years off, thus being detrimental to the residents, visitors, customers, patients, and protectors of this dynamic City. The city is unable to keep pace with the cost of the technology of modern medicine, and Gloucester, being a growing city with vital maritime infrastructure in Massachusetts, needs to be able to treat its patients with the highest standard of pre-hospital care and management.

Operation Outcomes:

Should the City of Gloucester Fire Department be fortunate enough to receive grant funding for the purchase of two new EKG monitor/defibrillators with 12 lead capability, capnography, CO monitoring, and NIBP, three AEDs and two Chest Compression Systems, The ability of the Gloucester Fire Department to provide Advanced Life Support to the City of Gloucester would be enhanced. Being the primary ALS pre-hospital provider, we must pave the way and lead our city into the technology that saves lives, while still maintaining the retention of experienced paramedics. The CO monitoring will be used to support the department's new rehab SOG to ensure that our rehabbing firefighters will not have high levels of Carbon Monoxide. Residents, visitors, patients, first responders, firefighters, fire departments, neighboring EMS agencies, and our own paramedics will reap the benefits of this grant. The above equipment will provide continuity of care/training, identical equipment on all first out apparatus, thus decreasing potential errors due to training on different equipment, safety thresholds for the paramedics saving lives, and definitive life-saving diagnostic tools reducing the uncertainty with patients' lives. As indicated by the American Heart Association, the expected outcome of the immediate use of biphasic defibrillation is an increase in the number of pre-hospital resuscitations. This grant will allow GFD to operate the most current and effective pre-hospital treatment (biphasic defibrillation) for cardiac arrest, improving emergency care for members of the community and the firefighters who protect them.

Having the Chest Compression Devices will allow paramedics more time to attend to vital functions like airway management, and drug and electrical therapy. Compressions will be consistent and at a constant rate even when the patient is being moved resulting in an increase in positive patient outcomes. Patients will experience less rib fractures and cartilage damage due to manual compressions. Rescuers will not experience the fatigue associated with manual compressions and incidences of back and other injuries should go down. The rescuers safety will be greatly enhanced as they will be able to be seated and buckled in during transport.

This request will meet with the Department of Homeland Security's determination that the greatest benefits of AFG funding will be achieved by supporting this department's existing mission and to replace used or obsolete equipment.

Cost Breakdown

Monitor/Defibrillators \$27,000 X 2 \$54,000
 Cardiac Compression \$14,000 X 2 \$28,000
 AED's \$ 2100 X 3 \$ 6,300
 Total Cost \$88,300
 City of Gloucester 10% \$ 8,830
 AFG Grant Funding 90% \$79,470

* Please describe all grants that you have received from DHS including any AFG grants received from DHS or

FEMA, for example, 2002 AFG grant for vehicle or 2003 ODP grant for exercises. (Enter "N/A" if Not Applicable)

In 2002 the City of Gloucester was awarded an AFG for PPE and Training.

In 2003 the City of Gloucester was awarded an AFG for SCBA, specifically purchasing Scott SCBA and a Scott Cascade Trailer.

Assurances and Certifications

Form 20-16A

You must read and sign these assurances. These documents contain the Federal requirements attached to all Federal grants including the right of the Federal government to review the grant activity. You should read over the documents to become aware of the requirements. The Assurances and Certifications must be read, signed, and submitted as a part of the application.

Note: Fields marked with an * are required.

Assurances Non-Construction Programs

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for Federally assisted construction sub agreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

Signed by **Sander Schultz** on **04/29/2010**

Form 20-16C**You must read and sign these assurances.**

Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements.

Note: Fields marked with an * are required.

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying; and 44 CFR Part 17, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Homeland Security (DHS) determines to award the covered transaction, grant, or cooperative agreement.

1. Lobbying

A. As required by the section 1352, Title 31 of the US Code, and implemented at 44 CFR Part 18 for persons (entering) into a grant or cooperative agreement over \$100,000, as defined at 44CFR Part 18, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement and extension, continuation, renewal amendment or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all the sub awards at all tiers (including sub grants, contracts under grants and cooperative agreements and sub contract(s)) and that all sub recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

A. As required by Executive Order 12549, Debarment and Suspension, and implemented at 44CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A, the applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency.

(b) Have not within a three-year period preceding this application been convicted of or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or perform a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

(c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification: and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees other than individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 44CFR Part 17, Subpart F, for grantees, as defined at 44 CFR part 17, Sections 17.615 and 17.620:

(A) The applicant certifies that it will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantees policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

(e) Notifying the agency, in writing within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the applicable DHS awarding office, i.e. regional office or DHS office.

(f) Taking one of the following actions, against such an employee, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

- (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement or other appropriate agency.

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

(B) The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance

Street

City

State

Zip

Action

If your place of performance is different from the physical address provided by you in the Applicant Information, press *Add Place of Performance* button above to ensure that the correct place of performance has been specified. You can add multiple addresses by repeating this process multiple times.

Section 17.630 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for DHS funding. States and State agencies may elect to use a Statewide certification.

Signed by **Sander Schultz** on **04/29/2010**

FEMA Standard Form LLL

Only complete if applying for a grant for more than \$100,000 and have lobbying activities. See Form 20-16C for lobbying activities definition.

This form is not applicable

City Hall Annex
Three Pond Road
Gloucester, MA 01930



TEL 978-281-9706

FAX 978-281-8472

mwells@gloucester-ma.gov

CITY OF GLOUCESTER
INFORMATION SERVICES DEPARTMENT

RECEIVED

JAN - 6 2010

Mayor's Office

Late Invoices for USAi.net

During a recent payment reconciliation process with USAi.net they produced these copies of invoices that they claim to have sent us in January and February 2010. However, neither I nor the Public Schools have any record of the invoices. Invoice 44941 relates to services for January 2010, invoice 45059 relates to services for February 2010. We were receiving services during those times, and we have not paid them for that period on any other invoices. I therefore believe that these invoices are genuine and that we should pay them. I suspect that the problems arose because of confusion with a previous dealing with the City of Gloucester at the Tobacco Control Collaborative on Western Avenue – they may have sent the original invoices to the wrong address.

Please approve these invoices totaling \$1,111.23 for payment from the current fiscal year. The charges will be split between the City and Schools as usual for these services.

Regards,

Mike Wells
Director of Information Services

USAi.net, Inc.
143 Essex Street, 6th Flr
Haverhill, MA 01832

Invoice

Invoice #: 00044941

Date: 1/29/10

Ship Via:

Page: 1

Bill To:

City of Gloucester
Attn: Mike Wells
9 Dale Avenue
Gloucester, MA 01930, USA

Ship To:

City of Gloucester, MA
Coastal North Shore Boards of Health
Tobacco Control Collaborative
245 Western Avenue, Suite #9
Essex, MA 01929

Description

Amount Tx

One Time Set Up Fee
Balance due on or before date of installation
53% ERATE Portion
PO#'s 1001462 & 1001480
ITT37

\$1,000.00

(\$530.00)

Remit payments to:
USAi.net, Inc.
143 Essex Street, 6th Floor
Haverhill, MA 01832

MVA.NET, Ltd. now dba

USAi.net

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All Internet Services!!
Hosting, Colocation, Business Continuity
National Dial-Up & DSL
Hi-Speed Wireless & Wired Circuits
What else is left?*

143 Essex Street, 6th Flr, Haverhill, MA 01832 • 1 877 "USE USAJ" • 978 469 0682 • fax: 978 373 4389 • billing@usai.net • <http://www.usai.net>

Thanks for choosing USAi.net!



Your Order #:

Shipping Date:

Terms: C.O.D.

Make checks payable to:

USAi.net, Inc.

Freight:	\$0.00
Sales Tax:	\$0.00
Total Amount:	\$470.00
Amount Applied:	\$0.00
Balance Due:	\$470.00

USAi.net, Inc.
143 Essex Street, 6th Flr
Haverhill, MA 01832

Invoice

Invoice #: 00045059

Date: 2/10/10

Ship Via:

Page: 1

Bill To:

City of Gloucester
Attn: Mike Wells
9 Dale Avenue
Gloucester, MA 01930, USA

Ship To:

City of Gloucester
Attn: Mike Wells
9 Dale Avenue
Gloucester, MA 01930

Description

Amount Tx

DUAL Hi-Speed Wired/Wireless Connection
Wired Connection
Install Date: 2/10/10
Prorated for month of February 2010
Balance due upon receipt.

\$641.23

Remit payments to:
USAi.net, Inc.
143 Essex Street, 6th Floor
Haverhill, MA 01832

MVA.NET, Ltd. now dba

USAi.net

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National Dial-Up & DSL
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MVA.NET, Ltd. 2010

Thanks for choosing USAi.net!



Your Order #:

Shipping Date:

Terms: C.O.D.

Make checks payable to:

USAi.net, Inc.

Freight: \$0.00

Sales Tax: \$0.00

Total Amount: \$641.23

Amount Applied: \$0.00

Balance Due: \$641.23

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2011**

☒ **INTER-departmental requiring City Council approval - 6 Votes Required**
☐ **INTRA-departmental requiring City Council approval - Majority Vote Required**

TRANSFER # 2011-SBT- 11 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER:

School Department

DATE: 1/13/11 BALANCE IN ACCOUNT: \$ 70,000.00

(FROM) PERSONAL SERVICES ACCOUNT #

Unifund Account #

(FROM) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

101000.10.472.53401.4140.00.200.00.052

Telephones

Account Description

DETAILED EXPLANATION OF SURPLUS:

No surplus; transfer of funds

(TO) PERSONAL SERVICES ACCOUNT #

Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

101000.29.368.53401.4140.00.200.00.052

Telephones

Account Description

DETAILED ANALYSIS OF NEED(S):

Transfer of funds for payment of Telephone services for the
School Department, per the July 2010 Agreement between the
DPW and the School Department regarding facilities mngt.

TOTAL TRANSFER AMOUNT:

\$ 70,000.00

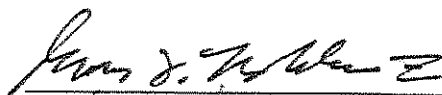
NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 70,000.00

TO ACCOUNT: \$ 70,000.00

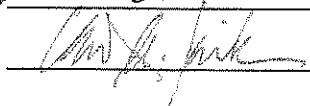
APPROVALS:

DEPT. HEAD:



DATE: 1/13/11

ADMINISTRATION:



DATE: 1/19/11

BUDGET & FINANCE:

DATE: _____

CITY COUNCIL:

DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2011**

☒ **INTER-departmental requiring City Council approval - 6 Votes Required**
☐ **INTRA-departmental requiring City Council approval - Majority Vote Required**

TRANSFER # 2011-SBT- 12 *Auditor's Use Only*

DEPARTMENT REQUESTING TRANSFER: School Department

DATE: 1/13/11 BALANCE IN ACCOUNT: \$ 4,000.00

(FROM) PERSONAL SERVICES ACCOUNT # Unifund Account #
(FROM) ORDINARY EXPENSE ACCOUNT # Unifund Account #
101000.10.472.52411.4140.00.200.00.052
Telephone Maintenance
Account Description

DETAILED EXPLANATION OF SURPLUS: No surplus; transfer of funds

(TO) PERSONAL SERVICES ACCOUNT # Unifund Account #
(TO) ORDINARY EXPENSE ACCOUNT # Unifund Account #
101000.29.368.52411.4140.00.200.00.052
Telephone Maintenance
Account Description

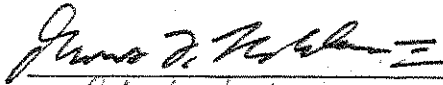
DETAILED ANALYSIS OF NEED(S): Transfer of funds for payment of Telephone services for the
School Department, per the July 2010 Agreement between the
DPW and the School Department regarding facilities mngt.

TOTAL TRANSFER AMOUNT: \$ 4,000.00 NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 4,000.00

TO ACCOUNT: \$ 4,000.00

APPROVALS:

DEPT. HEAD:  DATE: 1/13/11

ADMINISTRATION:  DATE: 1/19/11

BUDGET & FINANCE: _____ DATE: _____

CITY COUNCIL: _____ DATE: _____

**City of Gloucester
Special Budgetary Transfer Request
Fiscal Year 2011**

☒ **INTER-departmental requiring City Council approval - 6 Votes Required**
☐ **INTRA-departmental requiring City Council approval - Majority Vote Required**

TRANSFER # 2011-SBT- 13 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER:

School Department

DATE: 1/13/11 BALANCE IN ACCOUNT: \$ 2,046,491.60

(FROM) PERSONAL SERVICES ACCOUNT #

Unifund Account #

(FROM) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

101000.29.384.51703.5200.00.200.00.051

Health Insurance

Account Description

DETAILED EXPLANATION OF SURPLUS:

No surplus; transfer of funds

(TO) PERSONAL SERVICES ACCOUNT #

Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

101000.10.152.51750.0000.00.000.00.051

Personnel, Employee-Health Ins

Account Description

DETAILED ANALYSIS OF NEED(S):

Transfer of funds for payment of employee health, dental and life insurances for former School Facilities Dept staff, per the July 2010 Agreement between the DPW and the School Department regarding facilities mngt.

TOTAL TRANSFER AMOUNT:

\$ 269,566.65

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 1,766,924.95

TO ACCOUNT: \$ 2,734,053.37

APPROVALS:

DEPT. HEAD:

DATE: 1/13/11

ADMINISTRATION:

DATE: 1/19/11

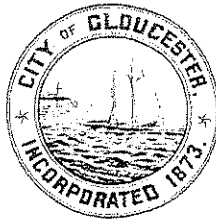
BUDGET & FINANCE:

DATE:

CITY COUNCIL:

DATE:

Office of the Fire Chief
Philip S. Dench
8 School Street
Gloucester, MA 01930



TEL 978-281-9780
FAX 978-281-9822
pdench@gloucester-ma.gov

CITY OF GLOUCESTER
FIRE DEPARTMENT

MEMORANDUM

Date: 1/4/2011
To: Mayor Carolyn Kirk
From: Philip S. Dench, Fire Chief *pd*
Subject: Mass Decontamination Unit (MDU) Grant

Mayor,

Please include in your next Mayor's Report.

I am requesting that the City accept a grant from the Commonwealth of Massachusetts Department of Public Health for \$2,500.00 (twenty five hundred dollars). The purpose of this grant is to maintain the Mass Decontamination Unit which we receive in 2003. It is also for training between the Gloucester fire Department and staff at Addison Gilbert Hospital.

Last year we received this grant for \$2,000.00. We conducted in-house training with Fire Department personnel plus there was one training session at the Addison Gilbert Hospital which included both Fire and Hospital staff. There was some money left over from the training which we used to purchase lighting equipment which will be used should we have to set up the unit at night.

This year we will concentrate on training with the Hospital. I hope to get more of their staff involved in setting up the unit. If there is a major incident where the unit needs to be set up, I anticipate we would have to rely on them assisting us as fire personnel will probably be tied up at the incident. If there is any money left over from the training we will again use it for allowable equipment.

There is no required match for this grant.

RECEIVED
JAN - 6 2010
Mayor's Office



CITY OF GLOUCESTER

POLICE DEPARTMENT
197 MAIN STREET
GLOUCESTER, MA 01930

RECEIVED

JAN 10 2010

Mayor's Office

To: Mayor Carolyn Kirk
From: Michael Lane, Chief of Police
Phil Dench, Fire Chief
Date: January 6, 2011
Subject: Adoption of MGL Ch.31 Sec.58A

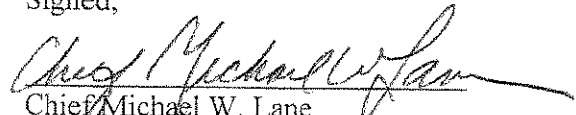
I would like to request that the City Council consider the adoption of Massachusetts General Laws Chapter 31, Section 58A as allowed by law. If adopted, this would require the City of Gloucester to hire persons age 32 or younger for full time police and fire fighter positions. As it currently stands, candidates may be considered for appointment up to age 65. Recent changes in the law have allowed consideration for veterans for up to four years of credible service time above age 32, thus allowing a veteran to be considered for appointment until age 36.

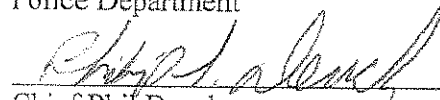
Fire Chief Phil Dench and I feel that the adoption of this law is in the best interest of the City in obtaining the best possible candidates for the Police and Fire Departments.

I respectfully ask that this matter be offered to the full City Council for referral to the Ordinance and Administration sub-committee for discussion.

Attached please find a copy of Massachusetts General Laws Chapter 31, Section 58A.

Signed,


Chief Michael W. Lane
Police Department


Chief Phil Dench
Fire Department

Approved
C. Kirk
1/14/11



PART I ADMINISTRATION OF THE GOVERNMENT
(Chapters 1 through 182)

TITLE IV CIVIL SERVICE, RETIREMENTS AND PENSIONS

CHAPTER 31 CIVIL SERVICE

Section 58A Municipal police officers and firefighters; maximum age restrictions

Section 58A. Notwithstanding the provisions of any general or special law to the contrary, in any city, town or district that accepts this section, no person shall be eligible to have his name certified for original appointment to the position of firefighter or police officer if such person has reached his thirty-second birthday on the date of the entrance examination. Any veteran shall be allowed to exceed the maximum age provision of this section by the number of years served on active military duty, but in no case shall said candidate for appointment be credited more than four years of active military duty.

CITY CLERK
GLOUCESTER, MA

11 JAN 26 PM 2:08

AGREED UPON PROCEDURES REPORT

June 30, 2009

Giusti, Hingston and Company

Certified Public Accountants

36 Jackman St., Unit 1

*

Georgetown, MA 01833

*

(Tel) 978-352-7470

City of Gloucester, Massachusetts
Agreed Upon Procedures Report on the
End of Year Financial Report
For the Year Ended June 30, 2009

<u>TABLE OF CONTENTS</u>	<u>PAGE</u>
Independent Accountant's Report on Applying Agreed -Upon Procedures	1
Scope and Objectives	2
Summary of Procedures and Findings	3-10

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON
PROCEDURES

School Committee
Gloucester Public School District
6 School House Road
Gloucester, MA 01930

We have performed the procedures enumerated in the accompanying Summary of Procedures and Findings section of the Special Report that follows and is incorporated by reference herein. The procedures, which were agreed to by the City of Gloucester's School Department were performed solely to assist in determining if the School Department properly prepared and filed the Massachusetts Department of Elementary and Secondary Education's Annual Pupil and Financial Report for the year ended June 30, 2009. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described in the accompanying Summary of Procedures and Findings section that follows either for the purpose for which this report has been requested or for any other purpose.

We were not engaged to, and did not perform an audit, the objective of which would be the expression of an opinion on any of the account totals included in the School Department's annual report or any other records of the School Department that may be referenced in our procedures. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Giusti, Hingston and Company

Giusti, Hingston and Company
Certified Public Accountants
July 8, 2010

City of Gloucester, Massachusetts
Special Report
(Continued on Page 3)

Scope

To determine whether:

1. Financial data reported on all End of Year Report schedules are traceable to the detail contained in the municipal or district accounting ledgers or records or to a documented methodology.
2. Non-financial data reported on all End of Year Report schedules are traceable to the district's records or to a documented methodology.
3. There are documented methodologies supporting the financial and other reported information contained in these schedules, whether these methodologies are followed, and whether the methodologies are reasonable.
4. Internal controls exist to provide reasonable assurance that the revenues, expenditures and other data are accounted for consistent with the Department regulations and guidelines.

Objectives

Determine whether required reports for Massachusetts School Districts include all activity of the reporting period, are supported by applicable accounting records, and are fairly presented in accordance with State requirements.

General Requirements

Procedure 1

For all EOYR Schedules (Except for Special Revenue Funds, which are not reported on the budgetary basis of accounting):

- A. Ascertain if the financial information was prepared in accordance with the budgetary basis of accounting (e.g., modified accrual plus current year encumbrances minus expenditures of prior year encumbrances).
 - a. Trace the amounts reported to accounting and other records that support the audited financial statements and verify agreement or perform alternative procedures to verify the accuracy and completeness of the reports that they agree with the accounting records. Note that expenditures of federal awards should be reported through the end of the grant period.

City of Gloucester, Massachusetts
Summary of Procedures and Findings
June 30, 2009
(Continued on Page 4)

B. Trace non-financial data to records that accumulate and summarize data.

- a. Perform tests of underlying data to verify that the data were accumulated and summarized in accordance with the required or stated criteria and methodology, including the accuracy and completeness of the schedules. For Schedule 7, test eligibility criteria for reimbursable riders (pupils residing greater than 1.5 miles from their school of attendance).
- b. When intervening computations or calculations are required between the records and the schedules, trace reported data elements to supporting worksheets or other documentation that link the schedules to the data.

C. Determine if the District's accounting system meets the following DOE requirements:

- a. Determine whether the District uses an accounting system that provides for the reporting of all instructional costs by school location.
- b. Determine if the accounting system is supported by up-to-date written policies and procedures and that the policies and procedures are followed on a uniform and consistent basis.
- c. Determine if the District maintains written policies and procedures related to the classification of salaries and expenses by program, function and object and that the policies and procedures are followed on a uniform and consistent basis.

Results

The required testing was performed and any findings noted are reported below. We, also, offer the following recommendation.

Recommendation: The numbering scheme in the chart of accounts and the manner in which the school budgets certain positions/expenditures make preparation of the Pupil and Financial Report very difficult and time consuming. For example, the School budgets and expends the Transportation Coordinator's salary in function 2210 (School Leadership – Building) and the Transportation Maintenance salaries in function 4200 (which is not a function number in the Department of Elementary and Secondary Education's chart of accounts or the Pupil and Financial Report). The Transportation function number per the Department of Elementary and Secondary Education is 3300. In addition, certain benefits (related to transportation employees) are budgeted and expended in the transportation (3300) function instead of the Insurance for Active Employees' function (5200). The Pupil and Financial report only provides a reporting line for Professional Salaries for the Teachers, Classroom function (2305) and the Teachers' Specialists function (2310). However, the various schools have expense and other salary line items budgeted and expended in the 2305 and 2310 functions.

City of Gloucester, Massachusetts
Summary of Procedures and Findings
June 30, 2009
(Continued on Page 5)

Every time a salary/expenditure is not recorded in the general ledger in the proper function for Pupil and Financial Report purposes, a crosswalk or other method to ensure proper reporting must be implemented. This has proved to be a very difficult task for the school.

We recommend that the School review its chart of accounts and the manner in which it budgets for salaries and expenditures. The line item budgets should only include function numbers that coincide with function numbers in the Pupil and Financial Report (Currently the general ledger includes several function numbers that are not in the Report). Employees should be budgeted and charged to the functions as they would be reported in the Pupil and Financial Report.

Finding 1

Documentation relating to the number of students transported more than/less than 1 ½ miles was not available. As a result, we could not test the sample to determine the accuracy of the amounts reported in each category.

Procedure 2

Obtain written representation from management that the reports provided to the auditor are true copies of the EOYR submitted or electronically transmitted to the Department of Elementary and Secondary Education.

Results

A representation letter was received from management.

Specific Requirements

Schedule 1

- I. Revenue
 - A. Revenue from Local Sources

Procedure 1

Trace revenues from local sources reported on Schedule 1 to the municipal and district accounting ledger. Also, trace the revenues in the District's accounting ledger to revenue reported on Schedule 1. These amounts should agree.

Results

Finding 1

The "contract" payment (\$1,508,609) from the Massachusetts School Building Authority was not reported on line 130 of Schedule 1. All other amounts reported were materially correct.

- B. Revenue From Federal Grants
- C. Revenue From State Grants
- D. Revenue From Revolving and Special Fund

City of Gloucester, Massachusetts
Summary of Procedures and Findings
June 30, 2009
(Continued on Page 6)

Procedure 2

Trace revenues from state aid, federal grants, state grants, and revolving and special funds to the detail in the District's accounting ledger. These amounts should agree with the possible exception of state aid, federal grants, and state grants, which are entered by the State based on allotments.

Results

Finding 1

The Department of Elementary and Secondary Education (ESE) populates Schedule 1 for all state and federal grant revenues that are administered by ESE. However, there are some state and federal grants that are not administered by ESE. Those revenues must be entered on Schedule 1 by the School Department. We noted that revenues related to the following grants were not reported.

1. Early Childhood grant revenues (\$23,468) should be reported on line 481 - column 2.
2. Essential Health grant revenues (\$95,000) should be reported on line 590 - column 2.

Finding 2

We noted that the revenues reported revolving and special funds did not equal the amounts recorded in the general ledger as detailed below.

1. The revenues reported for School Lunch were \$102,864 less than the amount recorded in the general ledger.
2. A majority of the revenues related to the special funds (i.e. building use, Gloucester Education Foundation, transportation, pre-school...) were not reported.

II. Expenditures

- A. By School Committee
- B. By City or Town

Procedure 1

Trace the amounts reported for general fund education expenditures from Schedule 1 line 1850 to the municipal accounting ledgers and to the District's accounting ledger. Also trace the expenditures reported on the District's accounting ledgers to expenditures reported on Schedule 1. These amounts should agree. If a "crosswalk" exists between the accounting ledgers and the End of Year Report, verify that the crosswalk agrees with the accounting ledgers in total and trace a sample of expenditures from the crosswalk to the accounting ledgers.

City of Gloucester, Massachusetts
Summary of Procedures and Findings
June 30, 2009
(Continued on Page 7)

Results

The amounts reported for the general fund were materially correct.

Procedure 2

Trace the amounts reported for a sample of the Department of Elementary and Secondary Education's:

- a) functions (i.e. Teaching, Principal),
- b) state objects (i.e. Professional Salaries (01), Other Salaries (02), Expenditures (04-06),
- c) programs (i.e. Regular Day, Special Education, etc.),
in Schedule 1 to the detail in the accounting ledgers or to the crosswalk, if applicable.

These amounts should agree.

Results

The amounts reported were materially correct.

Procedure 3

Test expenditures for Extraordinary Maintenance (4300). Trace the expenditures to the detail in the accounting ledgers. Verify that:

- a) expenditures do not include salaries,
- b) expenditures include applicable principal portions of a loan or the cost of a lease/purchase agreement,
- c) expenditures do not exceed the per project dollar limit for Extraordinary Maintenance (\$100,000).

Results

Not applicable. No expenditures were reported.

Procedure 4

Determine how expenditures for fringe benefits are assigned or allocated to the Schedule 1. Employee Benefits and Insurance functions (5100, 5200). Trace the reported cost to the detail in the accounting ledgers using the methodology indicated. These amounts should agree.

Results

The amounts reported were materially correct.

City of Gloucester, Massachusetts
Summary of Procedures and Findings
June 30, 2009
(Continued on Page 8)

Procedure 5

Verify that expenditures charged to Line 1683 and 2060 – Short-term Interest (5400) related exclusively to Revenue Anticipation Notes.

Results

Not applicable. No expenditures were reported.

Procedure 6

Verify that expenditures charged to Line 1684 and 2065 – Short-term Interest – BAN's (5450) relate exclusively to Bond Anticipation Notes.

Results

The amounts reported agreed to the Treasurer's records.

Procedure 7

Identify expenditures reported as long-term school construction debt in principal (8100) and interest (8200). Verify that bond anticipation notes are not included in these Functions.

- Trace the reported costs to the Treasurer's debt schedule.
 - Trace the reported amounts to the detail in the accounting ledgers.
- These amounts should agree.

Note:

If the District received a lump sum wait list or progress payment from the MSBA, verify that the revenue was reported on line 130 and that expense were reported for pay down of principal (8100), or purchase of land and buildings (7100,7200) if applicable.

Results

The amounts reported agreed to the Treasurer's records. The expenditures were reported in the "Expenditures By City or Town" section.

Procedure 8

Trace the expenditures for tuition payments:

- a) to other school districts in the state (9100),
 - b) to out of state schools (9200),
 - c) to non-public schools (9300),
 - d) to member collaborative (9400),
 - e) to regional school assessment (9500) – by city or town,
- to the detail in the accounting ledgers. These amounts should agree.

Note:

If the District prepaid fiscal year 2010 special education tuition, verify prepaid tuition was not included as an expense of fiscal year 2009. If the District prepaid fiscal year tuition in fiscal year 2008, that amount should be included as an expense of fiscal year 2009.

City of Gloucester, Massachusetts
Summary of Procedures and Findings
June 30, 2009
(Continued on Page 9)

Results

Finding1

All expenditures related to Payments to Other Districts (by school committee) were reported in function 9100. Some of those expenditures related to other functions (i.e. 9300 or 9400).

Procedure 9

For municipal expenditures that result in services directly related to the School Committee:

- a) Obtain a copy of written agreement between the School Committee and Municipal officials documenting the agreed upon methodologies to be used when allocating, distributing, or assigning municipal expenditures to the District.
- b) Test the amounts reported using the document methodology. These amounts should agree.

Results

Findings

1. The agreement between the School Committee and the City stated that per pupil cost would be utilized for administrative costs, but administrative expenditures were not reported.
2. In the past, the City Auditor gathered information from the various City departments for costs related to the school. There has been a transition in the City Auditor's position. As a result, the departmental information was not provided to the school and certain expenditures (i.e. retirement assessment) typically reported as Expenditures by City or Town were not reported.

Procedure 10

Expenditures from federal grants, state grants, and special funds:

- a. determine amounts reported in column 1 by expenditure classification agree with filed final grant expenditure reports for SFSF grant; and
- b. trace amounts claimed as circuit breaker expenses on line 3080 column 6 to the accounting ledgers or journals.

Results

Findings

1. Expenditures (\$26,200) related to the Foundation Reserve (state grant) were not reported.
2. Federal grant expenditures (\$101,230) were reported in column 1 (SFSF Grant) and again in column 2 (Other ESE Administered Grants).

City of Gloucester, Massachusetts
Summary of Procedures and Findings
June 30, 2009
(Continued on Page 10)

Schedule 3

Procedure 1

- a) Trace the amounts reported by school location on the linked file to the accounting ledgers. These amounts should agree.
- b) If staff is assigned to more than one school, determine if the school maintains a payroll system or spreadsheet to document the assignment of staff salaries by school location.
- c) If allocations are used to assign salaries to schools, programs, functions, or objects, was the allocation supported by a documented methodology?
- d) If allocations are used for non-salary expenditures, determine if the District maintains a documented methodology for consistency in application. Allocations are acceptable on Schedule 3 for non-salary expenditures although direct assignment or charging is preferable.

Results

The amounts reported were materially correct.

Schedule 4

Procedure 1

Ascertain the methodology used to allocate, distribute or assign SPED costs to prototype on Schedule 4. Test amounts reported on Schedule 4 using this methodology. These amounts should agree.

Results

Findings

1. The Instructional Services expenditures reported on line 3860 of Schedule 4 were less (\$6,089,587) than the Special Education expenditures reported on line 3599 of Schedule 3.
2. Expenditures related to the SFSF federal grant were reported on line 3900 column 4 (\$197,741) and on line 3910 column 2 (\$296,988) instead of line 3930.
3. Expenditures from Grants and Revolving Funds (not including Circuit Breaker) were not reported on line 3930.

Schedule 7

Procedure 1

Trace the transportation expenditures reported on Schedule 7 to the transportation expenditures reported on Schedule 1. These amounts should agree.

Determine the methodology used to allocate transportation expenditures on Schedule 7 and verify the accuracy of these allocations. Also, if applicable, verify that the reimbursable expenditures have been reduced by transportation revenue received from students transported.

City of Gloucester, Massachusetts
Summary of Procedures and Findings
June 30, 2009
(Continued from Page 9)

Results

Finding 1

The transportation expenditures reported in Schedule 7 were \$373,130 less than the expenditures reported in Schedule 1.

Finding 2

The backup documentation to support the students transported more than/less than 1 ½ miles was not available. As a result, we could not test a sample of the students to verify the accuracy of the student counts reported in Schedule 7. The reimbursable expenditures reported on line 4000 (Within the District) were \$18,376 more than (non-reimbursable \$18,376 less than) the calculated amount based on the percentage of students reported more than/less than 1 ½ miles.

Procedure 2

Trace the transportation expenditures reported on Schedule 7 to the detailed transportation records and verify that the amounts reported on Schedule 7 are accurate and consistent with the detailed records.

Results

Finding 1

The Transportation expenditures reported in Schedule 1 agree with the school accounting ledgers. However, the expenditures reported in Schedule 7 were \$373,130 less than the expenditures reported in Schedule 1.

Procedure 3

Determine if the District's accounting system separates costs in order to facilitate reporting as outlined in Schedule 7 (in or out of district, pre-school, non-public, school choice and charter school).

Results

The District's accounting system separates costs for non-public, but not for in or out of district or for pre-school, school choice and charter school.

Schedule 19

Procedure 1

Determine if the School District has reported all changes to Schedule 19, Part A.1 – "Appropriation by School Committee" to the Department of Elementary and Secondary Education. Compare the final School Committee appropriations to the Schedule 19, Part A.1 file/amended to determine if all changes were reported.

Results

The amount reported was materially correct